

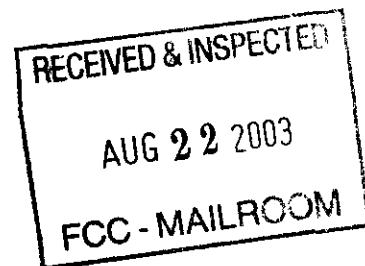


DOCKET FILE COPY ORIGINAL

Childrens Studio School  
1301 V. Street NW Washington DC, 20004  
call (202) 387-6148 or 387-5830

August 4, 2003

Federal Communications Commission  
Office of the Secretary  
445 12<sup>th</sup> Street, S.W.  
Washington, DC 20554



Re: Application Number: 250771  
Funding Year: 2001-2002  
Date of Issuance of Funding  
Commitment Letter: 9/04/2001  
Date Appeal Received: 6/27/2003  
  
FCC Docket Nos.: 96-45 and 97-21  
Administrators Decision on  
Appeal Letter Issued: July 1, 2003

Ladies and Gentlemen of the FCC,

This letter will serve as our formal "Letter of Appeal" for the above referenced Administrator's Decision on Appeal Letter. Our appeal of the funding decision for the 2001-2002 school year was not considered because the appeal was received by the USAC/SLD more than 60 days after the date that the relevant Funding Commitment Decision Letter was issued. According to the Administrator's Decision on Appeal Letter, we must now make our appeal to continue with this process directly to the Federal Communications Commission.

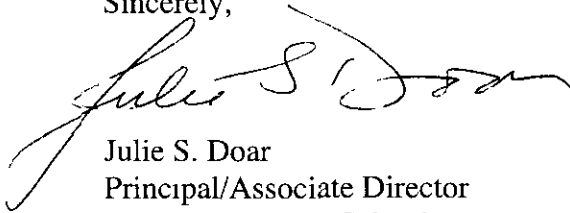
We respectfully request permission to continue the appeals process from the Federal Communications Commission at this time. At the Schools and Libraries Division's suggestion, we waited to file our appeal in order to meet with Gail Shirar of Connectivity+Inc, our telecommunications vendor for the 2000-2001 and 2001-2002 school years. As a result, we were unable to submit the aforementioned appeal within the allowed 60-day timeframe, as she no longer resides in the United States. It was necessary for her to return to Washington, DC to assist us in the research necessary to complete the appeals process. The research was completed upon her return and the appeal submitted as quickly as possible.

I have attached, for your consideration a copy of our appeal dated June 25, 2003. As noted in that appeal, I am the new principal of Children's Studio School and am more than happy to respond to any further requests for information. I can be reached at (202)

No. of Copies 000000  
Listed as 000000

387-6148 by telephone or at [julie@studioschool.org](mailto:julie@studioschool.org) via e-mail. We look forward to your favorable reply to our request.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie S. Doar", with a long, sweeping horizontal line extending to the right.

Julie S. Doar  
Principal/Associate Director  
Children's Studio School

Children's  
Studio  
School



D.C. Arts & Humanities Public Charter School

June 25, 2003

VIA FAX: 1-888-276-8736

Letter of Appeal  
Schools and Libraries Division  
Box 125-Correspondence Unit  
80 South Jefferson Road  
Whippany, NJ 07981

Re: **FRN: 250771: Children's Studio School-P**

Ladies and Gentlemen of the Appeals Board,

This letter will serve, as our formal "Letter of Appeal" for the above referenced Funding Request Number.

*"Gail Shirar is also listed on Item 11 of Form 470: 207000000309763 that is referenced for this funding request. The Form 470 associated with this funding request contains service provider (SP) contact information, which violates the intent of the competitive bidding process...."*

Gail Shirar was the on-board vendor at the time the Form 470 was completed. Since there was no other person on staff with technical expertise to respond to inquiries concerning the system(s) at that time, it was an automatic response on our part to include her name and telephone number.

We wish to point out, that unlike the FCC Form 470 Instructions presently on the School's and Libraries Website, which contains the date of April 2002 on Page 2, with the heading "I Introduction", wherein it is clearly outlined, in great detail, the **strict procedures** that must be followed by the applicant, this is not the case with the FCC Form 470 Instructions, dated September 1999. The September 1999 was the only instructions that were available to us to use as a guide at that filing timeframe. Our judgement call was to use the "Optional" Block 11 on the Form 470 simply to inform the bidders that this was the technical expert on board. We felt that it would greatly detract from the bidders' ability to gain important information necessary to provide a useful,

meaningful proposal, if we did not provide them with a knowledgeable response when technical questions were articulated.

We were unaware of any wording in the Form 470 Instructions, that prohibited the current vendor from being invited as a perspective bidder to answer any questions along with the other bidders. In order to assist perspective bidders with technical questions and a site visit, Children's Studio School held a bidders' forum on Friday, January 5, 2001 and one bidder came January 11, 2001. We have attached the Agenda from that meeting and the resulting questions, as well as a list of companies that responded. Bidders contacting Children's Studio's office regarding submission of proposals were told about the meeting and faxed the RFP and attachments. Gail Shirar, on record as the current vendor, was also invited and present and available for questions regarding *technical issues only*. We did not feel as this was a violation as bids were to be sent to either [franklin@studioschool.org](mailto:franklin@studioschool.org) or [studioschool@studioschool.org](mailto:studioschool@studioschool.org) as the ad in the Washington Post specified and vendors calling were sent an RFP, floor plans, and a Data and Voice Drop Analysis for their convenience in bidding (see attachments). We offer the attached spreadsheet with the bidder's names and **parts of the technical proposals received** as evidence that other bids were received and considered. Some of the bidders sent lengthy attachments regarding their company's qualification and thus we will not overburden the fax with 30-page documents. (See attachment "Analyses for Bidders for Year 4 Funding Beginning 7/1/2001 through 6/30/2001"). The contractor selection process was reviewed solely by the Children's Studio School's administration. Notes regarding the selection process are noted on the bid analysis.

We took your suggestion and met with Gail Shirar of Connectivity+ Inc. We have decided to work together, and file one appeal with Gail Shirar as an endorser on this appeal.

In summary, the assignment of Gail Shirar as technical contact was done in good faith upon her offer to provide technical assistance as the school did not have a technical resource person on board. We therefore respectfully request that you consider our appeal favorably.

For your information, Mr. Franklin Wassmer will be resigning as Associate Director from Children's Studio School, effective July 1, 2003. Additional requests for information may be directed to Ms. Julie Doar, Principal, who will respond for Children's Studio School after July 1, 2003. She can be reached at 202-387-6184 by telephone and her E-mail is [julie@studioschool.org](mailto:julie@studioschool.org). Gail Shirar can be reached by E-mail at [gshirar@hotmail.com](mailto:gshirar@hotmail.com)

Sincerely,



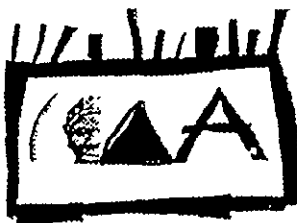
Franklin Wassmer, Associate Director  
Children's Studio School



Gail L. Hawkins-Shirar  
Connectivity+ Inc.

Attachments as noted will be Faxed


Children's  
Studio  
School



D.C. Arts & Humanities Public Charter School

**MEMORANDUM**

**TO:** Darleen Meyer  
Legal Desk  
Washington Post

**FROM:** Franklin Wassmer   
Associate Director  
Children's Studio Public Charter School  
1301 V Street, NW  
Washington, DC 20009

**DATE:** December 15, 2000

**RE:** Request for Bids Advertisement Placement

Please place this RFP in the Washington Post on Monday, December 18, 2000.

**Accepting bids for E-rate purchases/services w/closing date of 01/12/2001 for:  
Computer network, voice/data, telephone, and Internet Access services.**

**E-mail:** [studioschool@studioschool.org](mailto:studioschool@studioschool.org) **Subject:** "Child's Time" to request specifications.

Thank you Darleen. Please let me know the amount for this ad.

**The Washington Post**

INVOICE FOR CLASSIFIED ADVERTISING

ACCOUNT NO.  
2463436  
202387614823BILL DATE  
12/24/2000PLEASE CALL 202-334-5889  
FOR BILLING INQUIRIES OR  
PAYMENT INFORMATION.TO PLACE, CORRECT, OR CANCEL A  
CLASSIFIED AD, CALL 202-334-6200.  
TO CALL TOLL-FREE, FROM DE, MD.,  
NJ, PA., VA., OR WV., DIAL  
800-627-1150.CHILDREN'S STUDIO SCHOOL  
1301 V ST NW  
WASHINGTON, DC 20009-4413MAIL PAYMENT TO: THE WASHINGTON POST  
P.O. BOX 79085, BALTIMORE, MD 21278-0095THE WASHINGTON POST IS A CORPORATION (FEDERAL  
ID NO. 53-0182885) NOT SUBJECT TO BACKUP TAX  
WITHHOLDING. DUNS # 2245738

DATE	CLASS CODE	DESCRIPTION AD NUMBER/AUTHORIZER OF AD	DA SU	LINES	DAYS	TOTAL LINES	RATE PER LINE	DAILY/SUNDAY AMOUNT	TOTAL AMOUNT
12/18	0825	ACCEPTING BIDS FOR E-RATE PURCHASES RUN DATES: 12/18 AUTHORIZED BY: F. WASSMER INV #:2657809 AD#:147915	D	11	1	11	9.43	103.73	
		*** AMOUNT DUE - PAYABLE UPON RECEIPT ***							103.73
									103.73
ACCOUNT									ACCOUNT NUMBER

CHILDREN'S STUDIO SCHOOL 2463436  
 ALL ADVERTISING IN THE WASHINGTON POST IS SUBJECT TO THE FOLLOWING TERMS: THE WASHINGTON POST CANNOT BE RESPONSIBLE FOR ERRORS OR OMISSIONS IN ADVERTISING. THE WASHINGTON POST SHALL BE UNDER NO LIABILITY FOR ITS FAILURE FOR ANY CAUSE TO INSERT AN ADVERTISEMENT. PG 1/1

**The Washington Post**

INVOICE FOR CLASSIFIED ADVERTISING

ACCOUNT NO.  
2463436  
202387614823BILLING DATE  
12/24/2000AMOUNT DUE  
103.73AMOUNT ENCLOSED  
\$CHILDREN'S STUDIO SCHOOL  
1301 V ST NW  
WASHINGTON, DC 20009-4413DUE UPON RECEIPT.  
RETURN THIS PORTION  
WITH CHECK PAYABLE TO:**The Washington Post**  
P.O. BOX 79085  
BALTIMORE, MD 21278-0095

To Note to file

Date January 18, 2001

### **Analyses of Bidders for Year 4 Funding**

Notes compiled by Franklin Wassmer, Associate Director

Four bids were received for networking, hardware and LAN maintenance from QTSI, Cencor, Connectivity+ Inc. and Sofex/CableLan.

#### **Analyses:**

QTSI's bid is \$124, 535.00 and does not include the maintenance plan

Cencor's bid is \$64, 130

Connectivity+ Inc.'s bid is \$80,543 (does include all needed requirements)

Sofex/CableLan's bid is \$103,517 and does not include fiber optic connection and maintenance plan for voice

The most favorable bid was chosen as being by Connectivity+ Inc. who was \$22,974 lower then the Sofex/CableLan and \$43, 492 less then QTSI. Connectivity + Inc is also the only provider who was able to include in its bid all areas requested in the RFP.

Cencor was not chosen even though they had a lower bid due to their unsatisfactory technical service in the past.



Analyses for Bidders for Year 4 Funding Beginning 7/1/2001 through 6/30/2001									
1/18/01									
Bidder's Name	Quote for Cabling Voice/Data CATV	Quote for Phone	Quote for Fiber Optic	Server Switch & Hubs	SUBTOTAL	Maintenance Plan - Voice	Maint. Plan - LAN	TOTALS	Remarks
QTSI	93,458 00	2,165	7,588	18,342	121,553.00	2,982	0	124,535.00	No Server
Cencor	40,390 00	0	0	19,385	59,775 00	2,355	2,000	64,130.00	
Connectivity+ Inc.	41,660 00	4,000	4,500	21,433	71,593.00	2,950	6,000	80,543.00	
Sofex/CableLan	41,480 00	19,108	0	25,831	86,517 00	0	17,000	103,517.00	Software



**Investment Summary**  
**Prepared for**  
**Children's Studio School – Public Charter School**

<u>Qty</u>	<u>Description</u>	<u>Investment</u>
99	(Item 1) 99 CAT 5 cable drops as per our bid	\$16,830.00
1	(Item 2) Costs for Internal Connections	\$ 2,775.00
43	(Item 3) 39 telephone drops Merlin System Expansion	\$17,635.00
2	(Item 4) 2 Switches and media converters	\$ 4,490.00
6	(Item 4) 5 Hubs – 24 port 10/100 w/auto-sensing	\$ 3,060.00
1	(Item 5) Communication Server	\$11,835.00
18	(Item 6) 18 CATV Drops	\$ 3,150.00
1	(Item 7) Panasonic Maintenance	\$ 2,355.00
20 hrs	(Item 8) LAN Maintenance	<u>\$ 2,000.00</u>
<b>Total Amount Bid</b>		<b>\$64,130.00</b>



# CONNECTIVITY+ INC.

*Connecting You to the Future*

P.O. Box 73856; Washington, DC 20056-3856; Phone: (202) 483-3326; Fax: 202-483-3186

January 12, 2001

Mr. Franklin Wassmer, Associate Director  
Children's Studio School Public Charter School  
1301 V Street, NW  
Washington, DC 20009

Dear Mr. Wassmer

Connectivity+ Inc., is pleased to provide Children's Studio School PCS the following proposal for the implementation of its information technology network.

Description	Unit Price	Quantity	Total Price
<b>Internal Connections include:</b>	<b>\$255</b>	<b>99</b>	<b>\$25,245</b>
Conduit/raceway/Jacks/wallplates/ ...connectors/wire managers			
...patch panels/ installation			
...APC UPS Power Supplies (2)			
...drops to be tested & certified for 100MHz			
<b>Hubs/Concentrators</b>			
24-Port HP Pro Curve Auto Sensing Concentrators	\$1,200	6	\$7,200
HP Pro Curve Switch	\$2,691	2	\$5,382
<b>Fiber Optic Backbone</b>	<b>\$4,500</b>	<b>1</b>	<b>\$4,500</b>
..Six-strand, 62.5/125 multimode, Plenum			
<b>Communication Server</b>			
G4 Macintosh w/MAC-X; 18 g. HD; 600 MHz; 384 Ram; Digital Tape Backup	\$8,851	1	\$8,851
<b>Telephone System Upgrade</b>			
Panasonic Digital Super Hybrid KX-TD1232 Card	\$1,000	4	\$4,000
Telephone Cabling	\$275	43	\$11,825
Maintenance for 1 year	\$2,950	1	\$2,950
<b>LAN/Server Maintenance</b>			
...Maintenance @ \$150 per hour	\$6,000	40	\$6,000
<b>CATV Wiring</b>			
RG-6 Plenum cabling	\$255	18	\$4,590
<b>TOTAL</b>			<b>\$80,543</b>

Notes: No telephone handsets are included in the telephone upgrade. Price per set will be \$200 for a 12-button set. Requested work on workstations and peripherals will be additionally billed at \$150.00 per hour.

Proposal for: Children's Studio School

January 12, 2001

Page 2

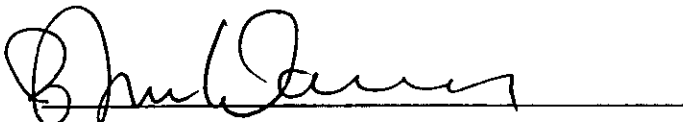
Thank you very much for the opportunity to serve you. *Connectivity+* Inc., will commence work upon notification of award of the contract. Our Service Provider's Number is 143017449.

Sincerely,

*Gail L. Hawkins-Shirar*

Gail L. Hawkins-Shirar, MBA

**ACCEPTANCE:**



Mr. Franklin Wassmer, Associate Director

DATE: 1/17/01

\*As verbally agreed, no work shall commence before July 1, 2001, and before approved by the School's and Libraries Division.

10 Pages Total

**Studioschool**

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*TO:*  
**From:** Stephen Thomas  
**Sent:** Monday, December 18, 2000 11 12 AM  
**To:** studioschool@studioschool.org  
**Subject:** 'Childs Time' to request specifications

To Studio Schools,

This is regard to your ad in the Washington Post for bids and specifications for computer network, voice/data telephone, and internet access services. Please send information to the format you prefer the proposal to be sent.

Please contact Steve Thomas  
Sofex Software Services  
301-891-3117 office  
301-891-3119 fax  
sthomas@sofexsoftware.com

*notes also sent to Cencor - 703-941-5916 Ext. 56  
Bob Thornton*

## **SECTION I - TECHNICAL PROPOSAL**

### **THE SOFEX/CABLELAN 2000 TEAM SOLUTION**

**SOFEX/CABLELAN 2000** addresses the Children's Studio School RFP Children's Time, (hereinafter the RFP) related to technical requirements for the purchase of a Data/Voice/CATV Network Infrastructure

**SOFEX/CABLELAN 2000** shall procure and deliver under this contract new products of high quality workmanship and constructed of highly durable materials. A description of the deliverables under this contract is provided below, however, in Section II which contains the Price Proposal, SOFEX/CABLELAN 2000 provides separate line item cost for all labor, installation and integration of hardware and software, and testing.

#### **GENERAL**

This project provides for the installation of the following:

#### DATA

All cabling will be "home-run" from Category 5 patch panels installed in each floor's designated Telecom Closet to each Work Area Outlets (WAO) located in designated user's work areas. Two patch cables will be provided for each WAO installed on this project.

1. Internal Connections: 99 Category 5, Plenum Data WAOs
  - a. 23 WAOs on the main level
  - b. 4 WAOs on the lower level
  - c. 74 WAOs on the 2<sup>nd</sup> floor

**Note:** Data WAOs will be tested and certified for 100 MHz or greater

2. Fiber Optic Backbone
  - a. A six-strand, 62.5/125 um multimode, Plenum Backbone cable connecting the main Telcom Closet located on the 1<sup>st</sup> floor to the Telcom Closet located on the 2<sup>nd</sup> floor.

#### VOICE

All cabling will be "home-run" from Type 66 punch blocks installed in each floor's designated Telcom Closet to each WAO located in designated user's work areas.

1. Internal Connections: 43 Category 3, Plenum WAOs
  - a. 12 WAOs on main floor
  - b. 8 WAOs on the lower level

## SECTION I - PRICE PROPOSAL

1301 V Street, NW

Description	Unit Cost	Qty	Total Cost
To provide and install materials to support 99 Category 5, Plenum Work Area Outlets (WAO) for data, 43 Category 3 Plenum WAOs for voice; 18 RG-6 Plenum WAOs for CATV, One (1) six-strand, 62 5/125 µm multimode, Plenum Backbone cable, and two (2) plugs and 20 amp Uninterruptible Power Supplies (UPS), and horizontal pathway support structures (conduit/raceway, etc.) as outlined in Proposal	41480	1	41,480
Panasonic KX-TD500 Main Control Shelf, (196 – 12 slots)	4306	1	4306
Panasonic KX-TD50101 Central Processing Unit	1281	1	1281
Panasonic KX-TD50180 Loop Start CO Cards (8 ports each)	451	2	902
Panasonic KX-TD50170 Digital Hybrid Line cards (8 ports each)	609	7	4263
Panasonic KX-TD59175 Enlarged Single-Line Card (16 port)	872	1	872
Panasonic KX-TD7420 Digital 12-line Speakerphones	174	43	7482
HP Procurve Switch 6208m-sx (J4841A)	8897	2	17794
HP Procurve 10/100 hub 24 (J3295A)	415	6	2490
G4 Macintosh w/Mac OS X operating system	5647	1	5647
Microsoft Windows NT 4.0 licenses	85	100	8500
Microsoft Exchange 5.5 licenses	85	100	8500
Time & Materials Network Maintenance			\$90/hr

**Total Cost: \$103,517**

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**QUALITY  
TELECOMMUNICATION  
SERVICES CO., INC.**

Franklin Wassmer, Associate Director  
1301 V Street, NW  
Washington, DC 20009

**CHARLES RIVERS**  
*ACCOUNT EXECUTIVE*

5410 INDIAN HEAD HIGHWAY, 2ND FLOOR  
OXON HILL, MD 20745

(301)686-0500

FAX (301)292-8086

Subject: Request for Quotations Children's Time

You will find attached, Quality Telecommunication Services, Inc., QTSI, quotes for the Children's Studio School Public Charter School. We wish to thank you for the opportunity to bid this facility.

Our bid under the cabling facility includes all costs for:

- a. Jacks/wallplates/outlets (single/double/triple)
- b. Connectors/Category 5 plenum cable and
- c. Labor and installation cost for end to end connectivity.

*Other items of our proposal are outlined therein. You will find our proposal a bit on the high side because of the level of work required at 1301 V Street, NW. All prices are good for 30 days.*

You were provided a copy of the company's Capability Statement on Thursday, January 11, 2001, and I am in hopes that that copy will suffice for our statement of credentials.

Should you have any questions or require additional information, please contact me at 301-686-0500 extension 106. Again, thanks for the opportunity to bid on this facility.

Sincerely,

Charles T. Rivers  
Account Executive



**CHILDREN'S STUDIO SCHOOL**

<b>Item</b>	<b>Qty</b>	<b>Cost</b>
Conduit/raceway (per foot)	5200	\$ 44,980.00
Jacks Single		\$ 0.00
Jacks Double		\$ 0.00
Jacks Tirple		\$ 0.00
Connectors		\$ 0.00
Wire Managers Panels	3	\$ 18.00
Patch Panels (48 Port)	3	\$ 180.00
CAT5 Cables (end to end)	142	\$ 48,280.00

**Telephone System**

Deinstall Phone Sys(per hour)		\$ 0.00
ReinstallPhone Sys(per hour)		\$ 0.00
Panasonic Key System		\$ 0.00
Expansion Mod Panasonic	1	\$ 695.00
Station Cards	2	\$ 1,290.00
Ply Board Back Drops	6	\$ 180.00

**Concentrator/Switches**

Fiber Single strang(per foot)		\$ 0.00
Multi Mod Fiber(per foot)	120	\$ 564.00
Interduct(per foot)	120	\$ 224.40
Switch/Concentrator	2	\$ 1,600.00
12 Port Sensing Hub		\$ 0.00
24 Port Sensing Hub	8	\$ 6,320.00
48 Port Sensing Hub		\$ 0.00
12 Port Hub		\$ 0.00
24 Port Hub		\$ 0.00
48 Port Hub		\$ 0.00
Patch Cords 6	99	\$ 792.00
Patch Cords 12		\$ 0.00
Floor Mount Rack		\$ 0.00
Wall Mount Rack	6	\$ 630.00
Install existing system		\$ 0.00
Core drilling/fire stop	8	\$ 2,200.00

<b>Labor &amp; Installation</b>	<b>160</b>	<b>\$ 13,600</b>
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<b>Total</b>	<b>\$ 121,553.40</b>
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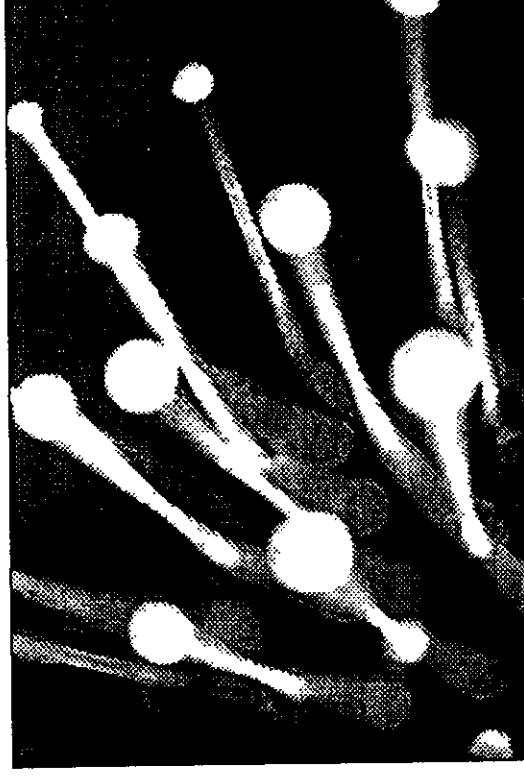
**Per Station Maintenance  
(Annual Cost)**

Telephone Stations(per sta)	43	\$ 903
Data (per sta)	99	\$ 2376
<b>Combined Voice &amp; Data</b>	<b>118</b>	<b>\$ 2982</b>
 Per hour Voice	 1	 \$ 85
Per hour Data	1	\$ 163

QUALITY

TELECOMMUNICATION SERVICES, INC.

*QTSI*



## CORPORATE CAPABILITIES STATEMENT

CORPORATE HEADQUARTERS  
5410 INDIAN HEAD HIGHWAY SUITE 200  
FOXEN HILL, MARYLAND 20745-2021  
301.885.0500  
FAX 301.686.0605  
E-MAIL QTSI@EROL5.COM

## **VENDOR QUESTION AND ANSWER HOUR**

**When:** January 5, 2001  
**Where:** Children's Studio School; 1301 V Street, NW  
**Time:** 1:00-2:00 p.m.  
**Contact:** Franklin Wassmer—202-387-6148

### **AGENDA**

- Welcome—Franklin Wassmer, Associate Director
- Introduction to President—Marcia McDonell
- Introduction to Current Vendor—Gail Shirar, Connectivity+ Inc.
- Question and Answer Period—Technical Questions Only
- Site Inspection—Franklin Wassmer
- Submission of Proposals Attn: Children's Time
- Additional Copies of RFP--Handout
- Adjournment

**Minutes of Vendors Attending Workshop  
January 5, 2001 and January 11, 2001**

The following vendors attended the hour question and answer session and site inspection

- Case Computers Services, Dale E. Case Owner, 301-802-0877, E-mail: dale@case-computers.com *No Bid Rec'd*
- Connectivity+ Inc , Gail Shirar, 202-483-3326, E-mail: connectplus@look.net *Bid Received*
- Tech Works Central, Jimmy DeLeon, Owner, 1-866-3333 ext, 811; E-mail: *No Bid Rec'd*
- GICS Gavins' Independent Contractor Service; Carlton Gavins, CEO; 202-257-3037, E-mail lineinstall@ureach.com *No Bid Rec'd*
- Pegasus Solutions, Bob Thornton, General Manager; (703) 941-5916 *- Bid Received*
- Quality Telecommunication Services, Inc , QTSI; Charles T Rivers, Account Executive; 301-686-0500, E-mail: QTSI@erols.com *Bid Received*
- Sofex/Cablelan 2000, Steve Thomas; 301-891-3117; stthomas@sofexsoftware.com *Bid Received*

**Schools and Libraries Universal Service  
Description of Services Requested and Certification Form**

Estimated Average Burden Hours Per Response: 4 hours

**Instructions for Completing the  
Schools and Libraries Universal Service  
Description of Services Requested and Certification Form (FCC Form 470)**

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<b>I.</b>	<b>Introduction</b>	<b>page 2</b>
<b>II.</b>	<b>Filing Requirements and General Instructions</b>	<b>page 2</b>
<b>III.</b>	<b>Specific Instructions</b>	<b>page 5</b>
<b>IV.</b>	<b>Reminders</b>	<b>page 15</b>

**NOTICE TO INDIVIDUALS**

Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries requesting universal service discounts to file—individually, or as a district or system, or as a consortium—this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator, which is the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). 47 C.F.R. § 54.504. For purposes of this form, the universal service administrator will be referred to as the “SLD” or “Fund Administrator.” The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data collected in Form 470 will be used to ensure that schools and libraries and any consortia they comprise comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or potential violation of any statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding.

If you owe a past due debt to the Federal government, the taxpayer identification number (such as your social security number) and other information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide this information to these agencies through the matching of computer records when authorized.

If you do not provide the information requested on this form, the processing of your application may be delayed or your application may be returned to you without action.

The foregoing Notice is required by the Privacy Act of 1974, Pub. L. No. 93-579, December 31, 1974, 5 U.S.C. § 552, and the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, *et seq.* An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Public reporting burden for this collection of information is estimated to average four hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden, to the Federal Communications Commission, Performance Evaluation and Records Management Branch, Washington, D.C. 20554.

## **I. INTRODUCTION**

On May 7, 1997, the Commission adopted rules providing discounts on all telecommunications services, Internet access, and internal connections, referred to hereinafter as "eligible services" for all eligible schools and libraries (K-12 public and private schools and all public libraries). The Fund Administrator (the Schools and Libraries Division of the Universal Service Administrative Company) will ensure that the information is disseminated in a manner likely to attract competing providers. To initiate the competitive process, begin by filing this form with the Schools and Libraries Division (SLD), which will post it for at least 28 days to fulfill the competitive bidding requirement. Schools and libraries may sign new contracts for services eligible for discounts 28 days after the descriptions set forth in Form 470 are posted on the SLD Web Site <[www.sl.universalservice.org](http://www.sl.universalservice.org)>. The SLD will notify the applicant of the date that the applicant's request is posted and the date on which the 28-day waiting period ends. Those with questions about this application may call toll-free 888-203-8100.

## **II. FILING REQUIREMENTS AND GENERAL INSTRUCTIONS**

### **A. Who Must File**

All schools and libraries, or consortia acting on behalf of schools and libraries, requesting discounts on eligible services pursuant to the universal service discount mechanism must file Form 470. The entity that will negotiate with potential service providers should complete Form

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## I. INTRODUCTION

- The purpose of the FCC Form 470 is to open a competitive bidding process for the services desired.
- An applicant cannot seek discounts for services in a category of service on the Form 471 if those services in those categories were not indicated on a Form 470.
- The Form 470 **MUST** be completed by the entity that will negotiate with potential service providers.
- The Form 470 cannot be completed by a service provider who will participate in the competitive process as a bidder. If a service provider is involved in preparing the Form 470 and that service provider appears on the associated Form 471, this will taint the competitive process and lead to denial of funding requests that rely on that Form 470.
- The Form 470 applicant is responsible for ensuring an open, fair competitive process and selecting the most cost-effective provider of the desired services.
- Applicants should save all competing bids for services to be able to demonstrate that the bid they chose is the most cost-effective, with price being the primary consideration